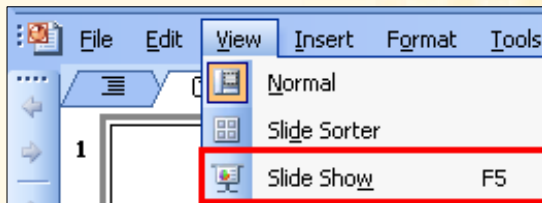




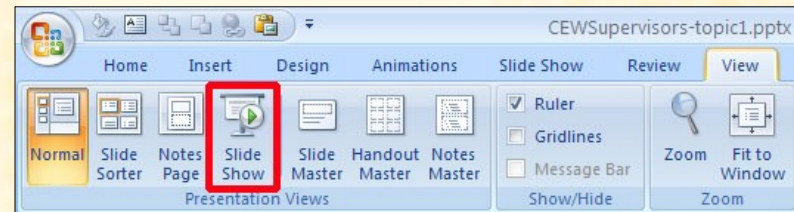
Instructions

This PowerPoint orientation module is designed to be taken as an interactive, standalone slide show. Click **View>Slide Show** (see screen captures below) if you are not already in Slide Show mode. You are not in Slide Show mode if you see the PowerPoint menu bar and toolbar at the top of the screen.

PowerPoint 2003



PowerPoint 2007



In Slide Show mode, click any of the navigation buttons below for a

Exit. Takes you out of Slide Show mode to Normal view. From Normal view, you can close the current presentation or open another topic file. *Click anywhere in this box to close.*

Home. Returns you to the Home screen. *Click anywhere in this box to close.*

About. Displays information about the presentation. *Click anywhere in this box to close.*

Search. Searches for topics within the presentation. *Click anywhere in this box to close.*

Resources. Links to related resources. *Click anywhere in this box to close.*

Suggestions. Provides suggestions for related topics. *Click anywhere in this box to close.*

Print. Prints the current slide. *Click anywhere in this box to close.*

Back. Returns to the previous screen. *Click anywhere in this box to close.*

Next. Goes to the next screen in sequence within the topic file. On the last screen of a topic, it instructs you to choose another topic. *Click anywhere in this box to close.*

Click anywhere in this box to close.











Topic 4: Helpful Resources

What Resources are Available?

There are many resources at your disposal. Although there is little written specifically for supervisors other than this orientation module, much information relevant to your role can be found in documentation written for employees who seek to volunteer or are already volunteering. You may want to check this documentation first before looking anywhere else.

Your primary resources include the following:

-  [CEW web site](#), especially the [Summary of Entitlements and Benefits](#)
-  [Camp Atterbury National Deployment Center for Civilians web site](#)
-  [DoDD 1404.10 DoD Civilian Expeditionary Workforce](#)
-  [U.S. Army Materiel Command Civilian Deployment Guide AMC-P 690-9](#)
-  CEW program staff by telephone (1.877.873.0956) or [email](#)
-  Your [component CEW staff](#)
-  The volunteer's theater supervisor and/or theater HR staff supporting that supervisor
-  The volunteer, who may learn and can pass on much of the training they receive

Contact the CEW program office by [email](#) or phone (877.873.0956) to find out who they are.

Click anywhere in this box to close





Topic 4: Helpful Resources

CEW Web Site

The CEW web site is primarily geared for volunteers, but you need to be conversant with it in case volunteers you supervise have questions about the program.



Remember, you maintain supervisory status over your employee while he or she is deployed.

To familiarize yourself with the site and the information in it, go to the [CEW web site](#) now and research the answers to the questions below. *Click the questions to verify your answers.*

- [What are the parameters for searching positions on the site?](#)
- [What category of employees cannot apply to be a volunteer on the site?](#)
- [Where does a volunteer find out about medical prerequisites on the site?](#)
- [How does a volunteer get answers to specific questions they might have?](#)
- [Where does it say how long the volunteer deployment lasts are?](#)
- [What is the topic of the oldest policy document referenced on the site?](#)
- [Are there positions available for attorneys?](#)



Yes, "General Attorney" is one of the career fields listed in the *Career Fields* section of the site.

Click anywhere in this box to close

Click anywhere in this box to close

If the question is not answered in the A.Q. section, there is a phone number and a form that can be filled out and submitted in the *Contact Us* section.

Click anywhere in this box to close





Topic 4: Helpful Resources

Camp Atterbury National Deployment Center for Civilians Web Site

For volunteers, there is a 10-day immersion training at the [National Deployment Center for Civilians](#) (NDC), Camp Atterbury Joint Maneuver Training Center, Edinburgh, Indiana. This is the same place where military reconstruction teams train. This arrangement facilitates civilian-military team integration to start from the very beginning. The training includes:

- Military familiarization (convoy ops, combat aid, communication equipment, etc.)
- Integrated operations planning with brigade, battalion and company commanders and their staffs
- A full complement of Afghan role players
- Six real time “outside the wire” vignettes ranging from rule of law and elections issues to a consequence management situation
- The cultural and logistical aspects of what it is like to be a civilian embedded in a military organization

In addition to providing training, the NDC handles most of the pre-deployment processing.





Topic 4: Helpful Resources

Is There Any Training Available for CEW Supervisors?

There is no training for supervisors other than this orientation module. However, you are encouraged to keep in close contact with your employee volunteer during and after their 10-day [NDC](#) training and make it a learning experience for both of you. Make sure that they pass on any pertinent information to you that would help you serve them better during their deployment.



Staff Sgt. Ken Fodrie, a medic with the 138th Indiana Regional Training Institute, teaches an emergency-aid class to CEW volunteers at the Camp Atterbury Joint Maneuver Training Center.



Topic 4: Helpful Resources

What Resources are Available for Managing Employees Remotely?

Here is a non-exhaustive sampling of general resources about managing remotely located employees:

- [The Virtual Manager Needs to Communicate, Create Trust](#)
- [Tips for Managing Remote Workers](#) (GIGAOM.com)
- [How To Manage Employees in Remote Locations](#) (bnet.com)
- [Managing Remote Employees—Off Site Management in 6 Principles](#)

(ezinearticles.com)



CEW volunteer Sonia Parker is made an honorary member of the 10th Mountain Division by Command Sgt. Maj. James Redmore, Multi-National Division-Center senior enlisted leader, as her husband, Sgt. First Class Matthew Parker, looks on.



Topic 4: Helpful Resources

Where Do I Point Volunteers Who Need Help?



Who should always be the "first line of defense" for both you and your volunteer?

In addition to CEW program staff, DoD Components have been directed to dedicate knowledgeable personnel and adequate resources to ensure that DoD civilian employees deployed to Iraq and Afghanistan receive comprehensive support, including preparation of travel orders and provision of benefits and entitlements for which employees will be eligible. These dedicated local CEW staff (in most cases, HR Specialists) can not only help your volunteer employee, but also help take the administrative burden off you.



How do I get started getting help?

Check with the CEW program office (contact them by [email](#) or phone: 877.873.0956) to see who your component CEW staff is, see what support mechanisms are in place, and direct volunteers to that person or office. Component CEW staff will also be a source of information for you to learn about how to support the volunteers in your capacity.

This is the last screen in this topic. Click the Exit button to exit Slide Show Mode, then close the PowerPoint window. Return to the Topics Menu to launch the next topic.

